

Scout Association of Hong Kong

Administration Branch

Tel : 2957 6333 Fax : 2302 1001

Special Circular No. 23/2008

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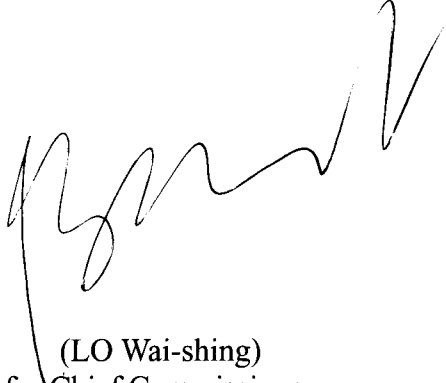
To: All Scout Groups of Silver Jubilee District
District Commissioner, Silver Jubilee District

ARRANGEMENTS FOR THE 2009 SCOUT RAFFLE CAMPAIGN

The annual Scout Raffle Campaign will be held in the spring of 2009 to help Scout Groups, Districts and Regions to raise funds. Details of the raffle campaign are as follows:-

Selling Period : 18 January 2009 (Sunday) to 7 March 2009 (Saturday)
Date of the Raffle Draw : 14 March 2009 (Saturday)
Venue of the Raffle Draw : Hong Kong Scout Centre

If your Group would like to join this campaign, please contact the District Commissioner of Silver Jubilee District, or Miss HO Hiu-ching of the International & Liaison Branch for detail. A copy of the rules and guidelines for this year's campaign is attached for your reference. The telephone number of the International & Liaison Branch is 2957 6400.



(LO Wai-shing)
for Chief Commissioner

**Scout Association of Hong Kong
2009 Raffle Campaign
Rules and Guidelines**

1. Introduction

- 1.1 The Association would apply a Lottery Licence from the Television and Entertainment Licensing Authority (TELA) for conducting the annual Raffle Campaign to help Scout Groups, Districts and Regions to raise fund each year.
- 1.2 According to our application, the Commissioner for TELA has given her approval for the Association to conduct the 2009 Raffle Campaign. The Lottery Licence Number is 3997.

2. Distribution of Raffle Tickets

- 2.1 Raffle tickets will be distributed to participating Scout Groups, Scout Leaders and Lay Members of the Silver Jubilee District by the International & Liaison Branch in early January 2009.
- 2.2 **According to the licensing conditions, no raffle tickets should be sold or offered for sale on any road, street, pavement, footbridge, path, lane, alley, square or court in the control of or which is the property of the Government and in any other public place. It is an offence where any licensing condition is contravened. Violation of any licence conditions may result in the Lottery Licence being revoked.**

3. Selling Price

- 3.1 Each raffle ticket is to be sold at HK\$5.00 (which is printed on the ticket).
- 3.2 According to the licensing conditions, the price of the raffle ticket must not be changed. **It is a criminal offence if the ticket is sold at a different price.**

4. Selling Period

- 4.1 The selling period is from 18 January to 7 March 2009 (both dates inclusive) as approved by the Commissioner for TELA in the licence.
- 4.2 According to the licensing conditions, **raffle tickets must not be sold outside this period (i.e. earlier or after this period).**

5. Criteria for Group Participation

To qualify for participation in this year's campaign,

- 5.1 a Group must have submitted the audited Statement of Account of the Group for the preceding financial year to the District Commissioner pursuant to Rule 22 of POR by not later than 30 April each year and have returned the raffle proceeds and unsold tickets of the 2008 Raffle Campaign on time; but the aforesaid criteria may be waived for new Groups registered after 1 June 2007 (i.e. registered for less than 18 months).

- 5.2 a District is required to submit the audited Statement of Account of the District for the preceding financial year to the Assistant Chief Commissioner (International & Liaison) by not later than 30 June each year.

6. Distribution Arrangements

- 6.1 The International and Liaison Branch is responsible for distributing raffle tickets to Lay Members, District Commissioner and Groups of the Silver Jubilee District. The distribution will be made in early January 2009.
- 6.2 Upon receiving the Raffle tickets, the Group Scout Leader or Scouter-in-charge of the Group is required to sign a Letter of Undertaking to undertake compliance with the rules of the 2009 Raffle Campaign.
- 6.3 In view of the short selling period, participating Groups/Units are reminded to distribute the raffle tickets to their members at the earliest possible time.
- 6.4 Raffle tickets intended for Leaders and Lay Members of Silver Jubilee District will be delivered by courier or by hand.

7. Allocation of Raffle Proceeds

- 7.1 15% of the proceeds will be set aside to meet all administrative expenses including purchase of prizes. The surplus, if any, will be credited to the "Scout Development Funding Scheme" which will be used to finance activities for promotion of Scouting and membership growth.
- 7.2 The raffle proceeds will be allocated as follows:-

	Sales Unit	
	Silver Jubilee District	Group
Scout Association of Hong Kong	25%	25%
Silver Jubilee District	75%	10%
Group in the Silver Jubilee District	--	65%

8. Criteria for Release of Raffle Proceeds

- 8.1 A participating Group/District should have a bank account in the name of the Group/District and submit the audited 2008/2009 Statement of Account to the District/International & Liaison Branch on time.
- 8.2 Raffle proceeds will be released to respective Group and District if the criteria set out in section 8.1 have been met as follows:

Date of Submission of 2008/2009 Statement of Account with a Valid Bank Account	Date of Crediting Raffle Proceeds to the Group/District Bank Account
Before 30 June 2009	July 2009
Before 31 October 2009	November 2009

- 8.3 If a Group/District fails to submit the audited annual Statement of Account of the preceding year to the District Commissioner/Assistant Chief Commissioner (International & Liaison) or does not have a valid bank account on or before 31 October 2009, the relevant raffle proceeds will be transferred to the "Scout Development Funding Scheme".

9. Raffle Draw

9.1 Date : 14 March 2009 (Saturday)

9.2 Time : 2:30 pm

9.3 Venue : Hong Kong Scout Centre

10. Raffle Stubs Collection Box

10.1 Stubs collection boxes will be placed at Association Headquarters, Regional Headquarters, branches of Park'N Shop or TASTE from 18 January 2009.

10.2 All raffle stubs must be put into the stubs collection boxes no later than 7 March 2009 (Saturday) to enter in the draw.

11. Return of Raffle Proceeds and/or Unsold Tickets

Group Scout Leaders/ District Commissioner/ Lay Members should return the following items to the International & Liaison Branch on or before 1 pm, 21 March 2009 (Saturday).

- (1) Document of Raffle Proceeds (crossed cheque/bank pay-in slip/cash)【 see paragraph 12 below】 ; and
- (2) Unsold Tickets (if any); and
- (3) Raffle Ticket Settlement Slip.

12. Methods of Returning Raffle Proceeds

12.1 By Crossed Cheque

The cheque should be made payable to “Scout Association of Hong Kong”. Please write down the Group/Unit name, contact person and contact phone number on the back of the cheque.

12.2 By Depositing the Proceeds into the Association's Bank Account

Raffle proceeds can be deposited to the Association's bank account with the **Hang Seng Bank, Account No 024-284-012325-001**. Please write down the Group/Unit name, contact person and contact phone number on the back of the original bank pay-in slip.

Please send the original bank pay-in slip (after paying in the bank) to the International & Liaison Branch to settle raffle proceeds and keep a photocopy of the pay-in slip for your own record (Note: The original bank pay-in slip must be submitted to the International & Liaison Branch. The issue date of the official receipt by the Association will be taken as the date of returning the raffle proceeds.)

12.3 In Cash

Cash raffle proceeds should be delivered to the International & Liaison Branch in person. Please do not send cash by post.

13. Lost Tickets

- 13.1 If a Group/Uniform Member/Lay Member loses the raffle ticket(s), he/she must report the incident to the Police. A copy of Police Report must be sent to the Administration Branch through the International & Liaison Branch within 3 working days after the incident. (Please write down the Group/Unit name, contact person and contact phone number on the Police Report.)
- 13.2 As required by the licensing Authority, the lost ticket numbers shall be declared invalid by advertising in one English and one Chinese newspaper circulating in Hong Kong. Our Association reserves the rights to claim from the Group/District concerned for the expenses incurred for advertising the lost tickets.
- 13.3 Group Scout Leaders/ District Commissioner/ Lay Members should return the raffle proceeds and unsold tickets together with the original Police Report, where applicable, to the International & Liaison Branch. If the tickets are not returned by 21 March 2009, they will be regarded as sold.

14. Location and Opening Hours of International & Liaison Branch

- 14.1 Address: Room 1010, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon
- 14.2 Opening Hours: Mon-Fri: 9:30 am – 6:00 pm & Sat:9:30 am – 5:00 pm
(except public holidays)

15. Important Dates

Selling Period of Raffle Tickets	18 January 2009 (Sunday) to 7 March 2009 (Saturday)
Period of Placing Raffle Stubs Collection Box	18 January 2009 (Sunday) to 7 March 2009 (Saturday)
Raffle Draw	14 March 2009 (Saturday)
Deadline for Returning Raffle Proceeds and/or Unsold Ticket	1 pm, 21 March 2009 (Saturday)

16. Enquiries

International & Liaison Branch (Telephone No: 2957 6400 / Fax No: 2302 1001)

17. Important Note

- 17.1 Participation in the 2009 Raffle Campaign is absolutely voluntary. All participating Groups must observe the rules of the Lottery Licence specified by the Television and Entertainment Licensing Authority and no Raffle ticket should be sold in public places.
- 17.2 If a Group fails to submit an audited annual Statement of Account of the preceding year to the District Commissioner and return the Raffle proceeds and unsold tickets on or before the specified date (21 March 2009), the Association will not allow them to participate in the future Raffle Campaign and other fund-raising activities.
- 17.3 District staff/Lay Members should return unsold ticket/raffle proceeds latest on 30 June 2009. Non-returned raffle proceeds and tickets are assumed to have been sold. Therefore, any outstanding amount will be deducted from the raffle proceeds in July or November 2009.